

**POLICY AND PROCEDURE: SALARY REVIEW**

**PURPOSE:** To define and describe the policy and procedure for reviewing the salaries for all employees of Melbourn Parish Council.

**SCOPE:** This document refers to employees with permanent contracts. Fixed term contract employees and service providers to Melbourn Parish Council are not included.

**POLICY:****1. Principles:**

- 1.1 Melbourn Parish Council Salary review policy is conducted by reference to National Association of Local Councils (NALC) pay award guidelines (published and updated annually). **Note:** An example copy of these guidelines, together with salary scale ranges and hourly rates, is attached to this document for reference.
- 1.2 It is the expectation that increments will be made to the basic hourly rates for all salaried according to NALC Guidelines, Parish Council funding and financial planning permitting.
- 1.3 NALC guidelines include direction on the hourly rates to be applied for Clerk and Assistant Clerk positions, and detail scale point movements related to changes and/or improvement to relevant qualifications for Parish Clerks/Assistant Clerks (LC scales). Clerk qualifications will be recognised.
- 1.4 NALC guidelines also include hourly rate and scale-point guidelines for other non-parish office staff or others who might fall outside this definition and below the LC scales.
- 1.5 Where a job is defined outside the normal range of Parish Clerk or Assistant Clerk it is the policy of Melbourn Parish Council to also apply the NALC scales in a way that best reflects each job relative value, and the job context with respect to all other paid roles in the organisation.
- 1.6 It is the policy of Melbourn Parish Council not to award hourly rate increases to employees on merit or perceived contribution.
- 1.7 All permanent employees will receive an annual and mid-year appraisal (see policy 5.11) and be assigned either (a) Standard Performance or (b) Less

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than Standard Performance with development needs. This appraisal framework is not directly connected to pay and salary awards.

**2. Procedure:**

- 2.1 On employment, all permanent staff will be assigned the scale point and hourly rate as defined by their contract and as indicated in the latest version of the NALC Salary Awards Guidelines.
- 2.2 All employees, whether new or existing, will be made aware of the NALC guidelines and how they are used.
- 2.3 New employee contracts will define any agreed probationary review or appraisal that may affect interim hourly rate or scale point.
- 2.4 All employees will receive annual appraisal at which an opportunity is available for either employer or employee to discuss or clarify salaries and hourly rates.
- 2.5 On the annual publishing of updated NALC scales Melbourn Parish Council will include any recommended increases as part of the budget setting process for the subsequent operating year. Such increases, while subject to the normal approval process, will not normally be questioned and be an assumed cost element for the precept commencing in April of each new financial year.

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 25 February 2019**

*Review Policy: Every 12 months*

Sheet1

Pay Scales for Parish Clerks from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

		SCP	From 1 <sup>st</sup> April 2017	Equivalent Hourly Rate
LC1	Below	15	£17,072	£8.873
		16	£17,419	£9.054
		17	£17,772	£9.237
		18	£18,070	£9.392
		19	£18,746	£9.743
	Substantive	20	£19,430	£10.099
		21	£20,138	£10.467
		22	£20,661	£10.739
		23	£21,268	£11.054
		24	£21,962	£11.415
LC2	Above	25	£22,658	£11.777
		26	£23,398	£12.161
		27	£24,174	£12.564
		28	£24,964	£12.975
		29	£25,951	£13.488
	Substantive	30	£26,822	£13.941
		31	£27,668	£14.380
		32	£28,485	£14.805
		33	£29,323	£15.241
		34	£30,153	£15.672
LC3	Above	35	£30,785	£16.001
		36	£31,601	£16.425
		37	£32,486	£16.885
		38	£33,437	£17.379
		39	£34,538	£17.951
	Below	40	£35,444	£18.422
		41	£36,379	£18.908
		42	£37,306	£19.390
		43	£38,237	£19.874
		44	£39,177	£20.362
LC4	Substantive	45	£40,057	£20.820
		46	£41,025	£21.323
		47	£41,967	£21.812
		48	£42,899	£22.297
		49	£43,821	£22.776
	Below	50	£44,918	£23.346
		51	£46,036	£23.927
		52	£47,194	£24.529
		53	£48,364	£25.137
		54	£49,432	£25.692
	Substantive	55	£50,816	£26.412
		56	£52,089	£27.073
		57	£53,387	£27.748
		58	£55,169	£28.674
		59	£56,943	£29.596
		60	£58,726	£30.523



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18 APRIL 2018

## **EMPLOYMENT BRIEFING E01-18 | 2018-2019 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2018-2019 to be implemented from 1 April 2018.
- New pay scales for 2019-2020 to be implemented from 1 April 2019 (Further information on these will be issued by NALC later this year).

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by SLCC and ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2018

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